

PUBLIC RECORDS

The following policy is adopted to comply with the requirements of the Mississippi Public Records Act of 1983, hereinafter the "Act."

All "public records" maintained by the District, as defined by the Act, shall be made available for access and duplication, subject to the exceptions and requirements of these policies, and other state or federal laws.

Requests for access to public records shall be filed in writing, on forms provided, with the Superintendent of Schools. The request must state with sufficient specificity the nature, location, and description of the public records sought in order to enable the appropriate official(s) of the district to obtain the records for review and/or duplication. In the event that the request lacks sufficient clarity or is otherwise unduly burdensome, it will be returned to the originator for clarification or correction. All requests to inspect or duplicate public records must be filed via mail or hand delivery on the District's public records request form between the hours of 9 a.m. and 3 p.m., on any working day in the Superintendent's or designee's office. Requests for inspection and/or duplication of records shall be honored at such time during the day as the documents are not being used by the appropriate officials of the district. After the records are located and made available for inspection and/or duplication, the originator of the request will be notified of a time, place, and date, not later than seven (7) working days from the date of the receipt of the request, to allow inspection and/or duplication.

If the public record is unable to be produced by the seventh (7th) working day after the request is made, a written explanation will be provided to the person making the request stating that the record requested will be produced and specifying with particularity why the records cannot be produced within the seven-day period. Unless there is mutual agreement of the parties, in no event shall the date for production of the requested records be any later than fourteen (14) working days from the receipt of the original request.

Requests for public records, such as information made available for distribution, shall be made available at no charge.

As allowed by statutes for requests made for public records that require staff time to research, review, redact, duplicate, and mail, a charge will be applicable. An additional charge may also be charged for documents that require legal review.

Please note that the following types of public records requests usually require additional research and staff time and can have significant costs associated with filling the request:

- a. Requests for very large volumes of materials;

- b. Requests that are too broad or unspecific in scope;
- c. Requests for information that have already been archived; and
- d. Requests for documents that are unusual in size.

The above information is provided for informational purposes only. It is not intended to be used as a basis for any legal action. The information is subject to change without notice.

respecting admission to any educational agency or institution.

9. Records that are maintained regarding the process of detection and investigation of unlawful activity, in addition to such records as defined in Section 45 29-1 of the Mississippi Code of 1972.
10. Commercial and financial information of a proprietary nature required to be submitted to the district.

In the event that the district denies a request for access to or copies of public records, the denial will be in writing and contain a statement of the reasons for the denial. The district will maintain a record of all denials for a period of three (3) years.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: July 1, 1983

AMENDED: July 16, 1990
August 16, 1993
November 27, 2012
April 18, 2023
October 1, 2024

REVIEWED: December 6, 2016
February 7, 2017
September 18, 2018
March 20, 2023
September 10, 2024